



DEPARTMENT OF THE NAVY
OFFICE OF THE UNDER SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

AAUSN/FMD/BRAC
SRB-12-03
08 Dec 09

MEMORANDUM FOR DISTRIBUTION

Subj: GUIDANCE FOR THE BASE REALIGNMENT AND CLOSURE (BRAC)
FY 2012 SECRETARIAT REVIEW BOARD (SRB) RESOURCE SPONSOR
(RS) PROPOSAL PREPARATION AND SUBMISSION

Ref: (a) Memorandum dated 04 Dec 09, "Guidance for the FY 2012 Secretariat
Review Board (SRB) Resource Sponsor (RS) Proposal Preparation and
Submission"

Encl: (1) BRAC SRB Timeline
(2) BRAC Emergent Issues Questionnaire
(3) Execution Analysis Checklist
(4) Unfunded Issue Tracking Module (UITM) Instructions

1. Purpose. To provide instructions on the prior BRAC and BRAC V, hereafter referred to collectively as BRAC, SRB process for the FY 2012 program/budget cycle.

2. Background. In accordance with reference (a), which establishes overarching guidance and principles that govern the SRB process, the Department of the Navy (DON) top-line figures remain unpublished at this time. Therefore, assume SRB 11 funding levels when planning for SRB 12 requirements. Managing resources within existing controls and establishing realistic expectations for funding levels is highly encouraged. To this end, controlling costs and garnering offsets to address the most critical needs should take precedence when prioritizing mission requirements.


3. Guidance. The FY 2012 BRAC SRB process calls for submission of BRAC SRB exhibits and emergent unfunded requirements to the AAUSN Financial Management Division (FMD) no later than 29 Jan 2010. SRB will emphasize defending baseline resources—comparing planned execution with actual execution performance—as a keystone to determining the strength of each unfunded request. Accordingly, obligation rates that are below plan must be accompanied by an explanation and recovery plan. Additionally, select the most cost effective methods for operating programs when formulating submission materials. To improve an issue's chance of being approved, identify the following information: execution phasing plan, applicable supporting information, statutory requirements, schedule times, financial penalties, cost benefits, performance measures, and any offsets from the currently funded BRAC budget. Finally,

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obligation rates that are below plan must be accompanied by an explanation and recovery plan.

4. Scope and Content. BRAC SRB submission data should provide a detailed breakout of resources consistent with FY 2011 OSD Budget Controls. Emergent requirements should pertain mostly to caretaker, administrative and environmental issues.

5. Action. Please submit requested information no later than the dates provided in the following schedule. Missed deadlines will result in deferral of issues until the next programming cycle. Additional guidance and assistance in preparing information is available from Mr. Brandon Baldwin, brandon.baldwin@navy.mil, or (703) 695-1532.



David Nugent

Director, Financial Management Division

Distribution:
(See next page)

Distribution:
SECNAV

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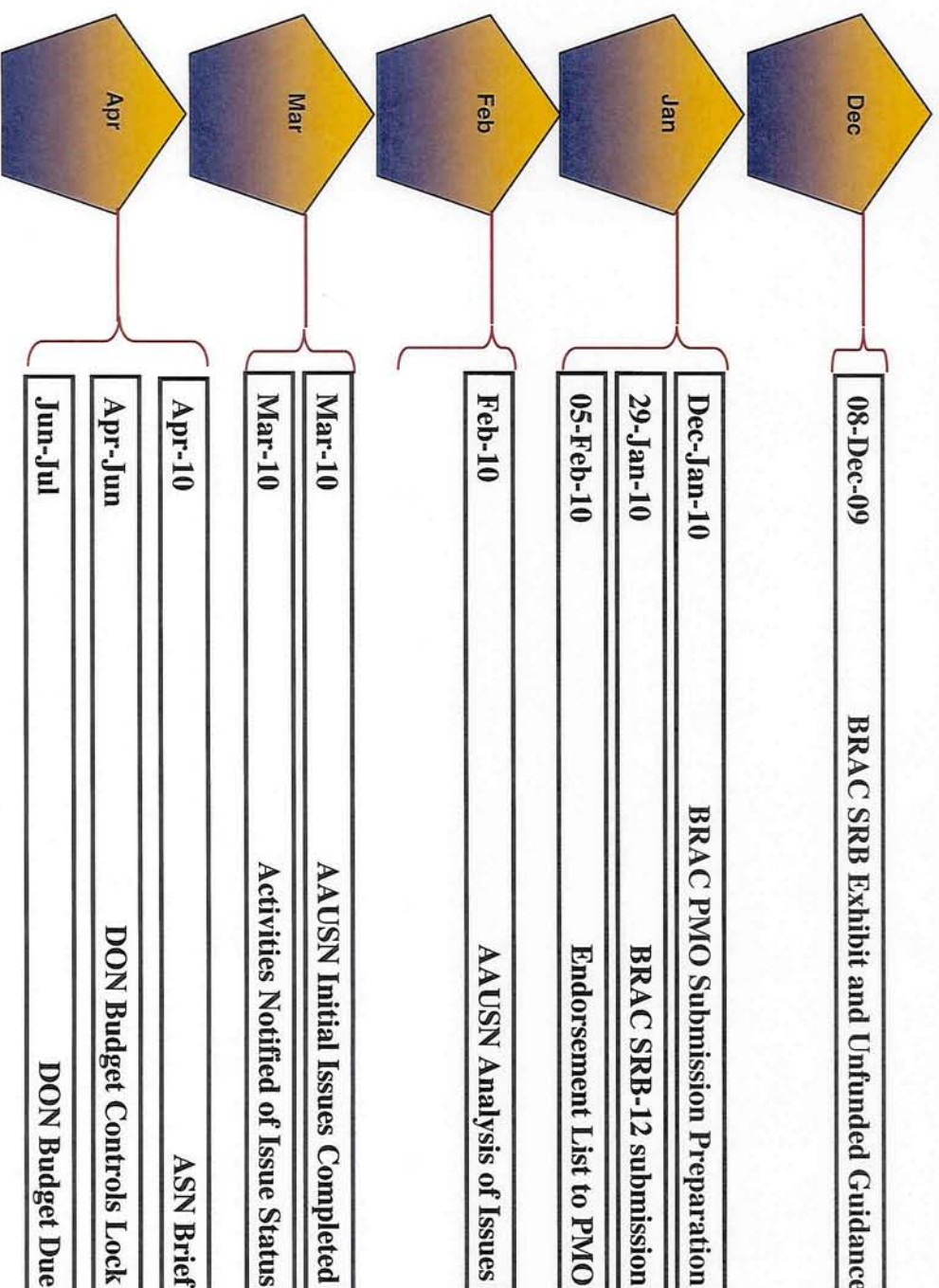
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Secretariat Review Board 2012 Schedule

secretariat Review Board



BASE REALIGNMENT AND CLOSURE EMERGENT ISSUE
QUESTIONNAIRE

This questionnaire represents the minimum acceptable level of BRAC Resource Sponsor Proposal justification information, and is designed to accompany each unfunded requirement. Presenting evidence of how an investment will advance corporate objectives is a much more effective strategy to secure funding than describing the impact of not funding a particular program. The importance of presenting rigorously assessed requirements with explicit cost-benefit analysis cannot be overemphasized. Additional details and responses should be provided separately as attachments. The details will enable Navy leadership to assess program recommendations by establishing a logical rationale for each unfunded request in preparation to defend requirements for SRB-12.

- Please provide a narrative that describes the program's purpose—background, goals, metrics and outcomes—and explanation of circumstances that lead to the funding shortfall.

- How does this requirement support Congressional, DoD/Joint and DON corporate objectives to execute BRAC plans? Additionally, please explain how this request supports or complies with applicable law, finding, policy or guidance. Provide documents as separate attachments.

- As a separate attachment, please provide a detailed line-item breakout of costs that make up this requirement. Explain the methodology used to obtain costs. Provide the date and source of cost estimate.

- What are the explicit cost benefits to funding this request? What are the risks if not funded?

- Should additional funding not be available, please explain alternatives, with associative costs, that have been considered to fund this requirement, and why does this request represent the most beneficial alternative?

- Please provide any additional relevant information.

BASE REALIGNMENT AND CLOSURE EXECUTION ANALYSIS
ATTACHMENT CHECKLIST

As the Department of the Navy continues to operate in an environment of fiscally constrained resources, funds availability for solving unfunded issues is expected to remain limited. Therefore, an adequate baseline review that emphasizes obligation performance will be required to accompany the emergent requirement request. Accordingly, this questionnaire is designed to defend baseline requirements by comparing actual execution performance against planned execution.

- ☐ Execution phasing plan
- ☐ Explanation of any obligation rates that are below plan
- ☐ Recovery plan (if applicable)

SARMIS Unfunded Issue Tracking Module (UITM)
Fiscal Year 2012 Secretariat Review Board Submission: Standard Operating Procedures

1. General: AAUSN has an automated module to input and track unfunded budget requirements. For convenience, all emergent unfunded/underfunded requirements must be prepared electronically in the SARMIS Unfunded Issue Tracking Module (UITM). All current year and future-years unfunded requests require a completed BRAC SRB Emergent Issue Questionnaire (one per issue). This document provides general instructions about UITM and how to submit unfunded requirements as part of your budget submission. If submitting a group of issues that are related to one function, please consolidate the requirement into a single issue submission, rather than breaking up the requirement into various issues. Assign a priority ranking number to each issue, beginning with the number 1 for the highest priority issue, 2 for the second highest, etc.

2. Access: NMCI users can access UITM directly through SARMIS at <https://AAUSNAS.donhq.navy.mil/SARMIS.html>

- a. "User ID" and "Password" have already been created for most users.
- b. If an account has not been created for you, please contact Brandon Baldwin, (703)695-1532, for assistance in account creation.

3. Getting Started: Go to "Help/User's Guide" for "quick start" information on how to get started. Brief synopsis:

- a. After logging in, select UITM from the list of options on the right at the main menu screen.
- b. Click on "File" and "New Issue" to launch New Issue Wizard.
- c. Complete all information on "Main" tab, using drop down lists when available.
 1. Title: Enter accurate, brief and clear Issue Title name.
 2. Submission: Select submission review cycle from drop down, i.e. SRB-12.
 3. Submission date: Enter the first date the submission is entered into UITM.
 - i. For example, if an issue is entered into the UITM with incomplete information, select the date the issue information is entered, not the date the issue information is completed.
 4. UIC: Scroll down list to select appropriate BRAC REC. Activity will auto-populate.
 5. Activity priority: Assign a rank to each issue based on all issues submitted during each review cycle. Enter numbers only.
 6. AAUSN priority: Leave blank.
 7. Preparer Name, Telephone, E-mail: Self-explanatory
 8. Select "Finish" to save the Issue.
 9. From the navigation pane on the left, select your Issue to update.

Enclosure (4)

- d. Select Issue, then enter description on “OM-6 Format” tab, using three tabs along left hand side.
1. Description: Enter specific details on discrete efforts that normally aggregate under recommendations. This level of detail will allow AAUSN to redevelop performance criteria that will be used to examine effectiveness of current resource allocations and impact on mission accomplishments.
 2. Impact: Please note, presenting evidence of how an investment will advance corporate objectives is a much more effective strategy to secure funding than describing the impact of not funding a particular program. The importance of presenting rigorously assessed requirements with explicit cost-benefit analysis cannot be overemphasized.

Note: Since UITM is not set up to accommodate an issue by BA, enter the issue under a single lead BRAC REC, and then include all the other affected BRAC RECs as a list within the issue. For example, consider a case that an issue that will go forward for BA01 that will affect BRAC RECs DON-0032R, DON-0068R, DON-0084R, and DON-0138R. To enter this in the UITM module, give the issue a unique title, such as "MILCON MUCK," then load the issue under a lead UIC, such as DON-0032R. Afterward, select the OM-6 description tab and list all of the affect BRAC RECs.

- e. You may add additional supporting information, in excess of submitted text, via the attachments tab by uploading Word, Excel or PowerPoint documents.
1. Select View and Manage to upload budget justification material.
 2. Select “Add Attachment.”
 3. Click “Browse” to find and select the file from your computer.
 4. Select “Open.”
 5. Choose “Upload The Files.”
- f. MC Comment: Enter any applicable illustrative comments.
- g. Use “Dollars”, “Manpower”, and “NMCI Seat” tabs to identify deficiencies.
1. Dollars:
 - (a) Click on “Add Fiscal Year” or “Delete Fiscal Year.”
 - (b) Double click on “LID”, “ES/FTE”, and “Type” to display choices.
 - (i) Fiscal Year: Enter appropriate Fiscal Year
 - (ii) LID: Select N/A
 - (iii) Total Available: Enter budgeted amount
 - (iv) Total Required: Enter total amount required to fund
 - (v) Deficiency amount: Will auto-populate
 - (vi) Deficiency amount approved: Leave blank
 - (vii) Status: Leave blank

- (2) Manpower:
 - (a) Click on “Add Fiscal Year” or “Delete Fiscal Year.”
 - (b) Fiscal Year: Enter appropriate Fiscal Year
 - (c) WY/ES*: Select from drop-down as appropriate
 - (d) Total Available: Enter current total
 - (e) Total Required: Enter total required
 - (f) Deficiency amount: Will auto-populate
 - (g) Deficiency amount approved: Leave blank
 - (h) Status: Leave blank
- (3) NMCI Seat
 - (a) Click on “Add Fiscal Year” or “Delete Fiscal Year.”
 - (b) Fiscal Year: Enter appropriate Fiscal Year
 - (c) Type: Select from drop-down as appropriate
 - (d) Total Available: Enter current total
 - (e) Total Required: Enter total required
 - (f) Deficiency amount: Will auto-populate
 - (g) Deficiency amount approved: Leave blank
 - (h) Status: Leave blank

h. Click “Save Issue” once all information has been entered.

Note: Users can only access/view issues under UIC(s) for which they are authorized. Submission folders will not be visible to users unless they have submitted an issue.

4. Updates: You may either create a new issue or copy an existing issue from a previous submission.

5. New Issue: A new issue is created via the “New Issue Wizard”, which is accessed by clicking on “File” and selecting “New Issue”:

6. Copying an Issue: If you have previously submitted a similar issue, you may copy that issue into the relevant folder.

- Select the issue you wish to copy from the tree menu
- Right click (from the tree menu)
- Choose “Copy Issue”
- From the drop down menu select relevant folder, “SRB 2012”
- Select “OK”, Click “Yes”, Click “OK”
- New folder and issue should appear in tree menu

The success of this module is dependent on your use and feedback.